

APPENDIX C - Preparation Guidelines for
Facility Project Study Report (Lands and
Buildings)

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Use of the Facility PSR

The Facility PSR is used in conjunction with projects to be built under the HA11, HA12, HA13, and HA14 programs. To be in compliance with Caltrans policy, a project must have a completed Facility Project Study Report (Facility PSR) to be considered as a candidate for programming. This requirement is necessary to obtain a new project's cost, scope and earliest delivery year. Information provided in the Facility PSR will provide Headquarters with comparable data by which the merits of an individual project may be judged on a statewide basis.

Report Format

The Facility PSR is prepared using the outline on the following pages, which is administered by the Programming Program. Each Facility PSR must contain the proposed program year, the district priority index number and the results of a review by the Office of Structure Design and the District Environmental Unit.

The district should complete a facilities evaluation form for office buildings. Guidelines for this form follows the Facilities PSR Outline. Similar information should be provided for Traffic Management Centers and ancillary facilities like labs, warehouses, support plants, etc.

Although the estimate included in the Facilities PSR is preliminary, it forms the basis of Caltrans' delivery commitment. It is important that this estimate reflect an appropriate level of project definition. The Facility PSR for all Maintenance Station (HA-12) project candidates should be based on the Maintenance Station Planning Questionnaire and the Facility PSR preparation guidelines included in the *Caltrans Maintenance Station Design Manual*. A similar level of detail is appropriate for other HA-1 project candidates. Estimating assumptions should be reviewed by either the Office of Structure Design or the Division of the State Architect.

Advisory

Facility PSRs should have a cover sheet to provide project identification information and signatures. Information to be provided includes the following:

- Title
- District-County-L-Facility Number
- Responsible Unit
- Expenditure Authorization
- Program Identification
- Limits
- Vicinity Map
- Recommended Approval by Project Manager
- Recommended Approval by Program Advisor
- Approval

The Facility PSR is an engineering report and must be prepared under the direction of a registered civil engineer. A sheet should be inserted behind the Facility PSR cover sheet containing the following statement and the stamp or seal and signature of the engineer in responsible charge:

"This Facility Project Study Report has been prepared under the direction of the following registered civil engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based."

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OUTLINE FOR HA-1 PROGRAM
FACILITY PROJECT STUDY REPORT

I. INTRODUCTION

- A. Summary of proposal
- B. Location of project
- C. Estimated cost
- D. Proposed SHOPP Program year, District Priority Index Number, and priorities from the 20Year Facility Master Plan

II. EXISTING CONDITION AND PROJECTED GROWTH

- A. Description of existing facility
 - 1. Location
 - 2. Number of crews
 - 3. Size of crews
 - 4. Area serviced
 - 5. Equipment used (type, size and number)
 - 6. Description of improvements(uses, ages, sizes, construction)
 - 7. Site size, shape and access
 - 8. Value of site separately and as improved
- B. History
 - 1. Modification to facilities
 - 2. Citizen complaints
 - 3. Local government reactions
 - 4. Other
- C. Joint use opportunities
 - 1. Compatible public facilities
 - a) Local or state plans to renovate, relocate or construct new facilities in area
- D. Projected growth and workload
 - 1. Maintenance location model results or other justification for projections.

III. DEFICIENCIES

- A. Description of deficiencies
 - 1. Operational issues
 - a) Maintenance Station location model performed?
 - b) Is operation from this location a problem? Explain.
 - 2. Site and facilities concerns
 - a) What are facility deficiencies, if any?
 - b) Site size, access or other deficiencies
 - 3. Location
 - a) Composition of surrounding neighborhood
 - b) Growth patterns and zoning
 - c) Other
 - 4. Synopsis of deficiencies

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IV. ALTERNATIVE ANALYSIS - RENOVATION, ADDITION, JOINT USE, RELOCATION, CONSOLIDATION

- A. What alternatives are available for curing deficiencies considering the following three factors:
1. Operational issues
 2. Site and facility concerns
 3. Location related problems
- B. What are the competitive costs of each alternative?
1. Construction costs
 2. Phase/Development costs
 - a) Temporary leasing, moving costs, etc.
 3. Land costs
 - a) If Caltrans-owned property is being considered as a new site, include value of property.
 4. Revenue potential from vacated Caltrans' property (if any)
 5. Joint use costs/savings (if applicable)
 6. Operational costs (maintenance station location model)
- C. Do nothing costs
- D. Are there other concerns that would hinder or eliminate an alternative?

V. PROPOSAL

- A. Detailed description of proposal
1. What alternative was selected and why?
 - a) How will proposal correct deficiencies?
 - b) How were characteristics like size and extent of modifications determined?
 - c) Alternative cost comparison
- B. Preliminary plan drawing of proposal
- C. Preliminary estimate (with review by OSD)
- D. Results of review by appropriate district environmental units to determine extent, if any, of asbestos, hazardous waste, lead and other possible environmental problems.
- E. Level of review and approvals obtained in the district

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FACILITIES EVALUATION FORM FOR OFFICE BUILDINGS

Definitions:

- **Number of Employees** - The number of permanent and temporary employees working in the facility listed.
- **Gross Sq. Ft.** - The gross square feet within the facility listed. Includes work areas, hallways, conference rooms, storage rooms, file space, cafeteria, etc.
- **Annual Space Cost w/o Utilities** - The annual sum paid to lease or rent the facility. Does not include electricity, water, gas, telephone, equipment rental, maintenance or janitorial cost.
- **Lease Termination Date** - Month and year the existing lease or rental agreement terminates.

Listing of Leased/Temporary Facilities:

- Do not list Maintenance or Shop Facilities.
- Do not list facilities used by Construction Resident Engineers and Inspection Staff.
- If state owned trailers are being used they can be grouped. Indicate annual space cost, if any.
- If leased or rented portable space is being used, multiple units can be grouped.

District Office Buildings

	Number of Employees	Gross Sq. Ft.	Annual Space Cost w/o Utilities	Lease Termination Date
<u>Current:</u>				
District. Office				
Leased/Temp. (list each site)				
<u>Proposed:</u>				
District. Office				
Annex Leased/Temp. (list each site)				
<u>Remarks:</u> Explain existing operational problems, parking, transit, space quality or other factors which provide background or help justify the project.				

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